



# Town of Wenham

Town Hall  
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Selectmen / Town Administrator  
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## MEMORANDUM

TO: Selectmen  
FROM: Peter Lombardi, Town Administrator  
RE: Town Administrator's Report  
DATE: December 15, 2015

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### Personnel

The postings for the full-time Finance Assistant & Payroll Clerk and Executive Assistant to the Town Administrator positions closed Monday December 14. The part-time Assessor position is closing on Friday December 18. We are in the process of scheduling interviews for all three positions shortly after the holidays.

We have also recently posted for a part-time, stipend position of Assistant Health Agent. This position reports to the Board of Health and handles food, recreational, housing, and other various public health related inspections. Details about the position are available on the Town's website. Applications are due by January 4.

### FY17 Budget

After meeting with the Finance Director and I to review and refine their initial FY17 budget requests, the Department Heads met with the Board of Selectmen on Saturday December 5 to discuss their departmental budgets. Keeping in mind the goal of limiting overall Town expense increases to below 3%, they presented a level services budget. Based on the feedback of the Board from this meeting, the Finance Director and I will continue to work with the Department Heads over the next several weeks to hone the Administration budget. A comprehensive budget presentation is planned for the next Board meeting on January 5.